

Hibulb Cultural Center and Natural History Preserve Working Procedures

Prepared by: JENNA SCHRENGOHST
IMLS funding

Acquisitions

Donations:

- All offers for donation can be accepted on a temporary basis with a Temporary Custody Form by anyone on staff. This form does not change ownership of any object, but shows a donor's intent to donate the object and the HCC's intent to consider the donation.
- Donors may also provide pictures and other information about the object without physically giving custody.
- The initial contact with the donor is the best time to get all of the information the donor has about the history or meaning of the objects and the people who have used the objects.
- A complete inventory of all donations should be made as soon as possible when HCC takes possession of the objects.
- A record of the Temporary Custody Receipts should be entered into the Collection's database.
- Donors should be acknowledged for their intent to donate, preferably in writing, and have the schedule of HCC's process explained to them.
- HCC staff should do any research or verification of donor stories that the objects demand before discussion at the Collections Committee.
- The Collections Committee is a group of people designated by the HCC to be the decision makers on which objects are accepted into the collection.
- HCC's Registrar will prepare the agenda for the Collections Committee meetings.
- Collection Committee meetings need to take place at least once a year, but preferably more often, at regularly scheduled intervals.
- During the Collections Committee meeting each offered donation is reviewed by the Collections Committee and discussed until a consensus is made. If a consensus cannot be made on a particular donation the Collections Committee can vote or defer to a higher authority.
- After the Collections Committee has decided which donations to accept, the Museum's Registrar will begin the accessioning process.

- An accession number is assigned to each donation that is accepted into the Museum.
- The donations are entered into a master accession log book in the order of their accession numbers.
- The Temporary Custody records in the database should be updated to reflect the decisions of the Collections Committee.
- Letters should be sent to all donors, informing them of the decision of the Collection Committee about their particular donation.
- Accompanying the letters for objects accepted by the Collections Committee should be a formal gift agreement that transfers all rights and full title to HCC.
- The individual objects then needs to be numbered cataloged, photographed, packaged, and put into storage.
- Any objects declined for the Collection should be returned to their donor, unless the Collections Committee has recommended another use or depository for the objects.
- If the Collections Committee has recommended another repository, then a letter stating that recommendation should be sent to the donor with a form that gives HCC permission to make the transfer to that repository.
- If the Collections Committee recommends adding objects to any of the HCC's other collections besides the permanent Collection, then the letter to the donor needs to specify what collection their object will become a part of and how it will be used, and the letter should also include a gift agreement that transfers all rights and full title to HCC.

Purchases:

- All purchases for HCC's permanent Collection are subject to review by the Collections Committee.
- Therefore, if the seller will be patient, purchases should go through a very similar process to regular donations.
- When the objects are reviewed with the Collections Committee additional information needs to be prepared to discuss budgetary allowances and the value of the piece, both monetarily and to the HCC's Collection.

- If a seller will not allow for the timeline of the full process then an additional Collections Committee can be called for the discussion of the single purchase.
- On some occasions HCC staff members or supporters may purchase objects before the Collections Committee has had a chance to deliberate. If this happens those individuals run the risk of being personally responsible for the purchase if the Collection Committee decides that the purchase is not in the best interest of HCC and the Collection, as no one individual has the decision making power.

Special Arrangements:

- Several types of special arrangements can be made for acquisitions to HCC's Collection. In any of these instances, however, the Collections Committee must be informed of the entire arrangement and make the decision as to whether it is in the best interest of HCC.
- When at all possible, bequests should be approved by the Collections Committee when the donor is making their arrangements, not after the donor's death. If HCC is only informed of a bequest after a death HCC is not obligated to accept the material, and should only do so after discussion by the Collections Committee.
- Partial gifts need to have clear contracts between HCC and the donor. The donor should not have the right to sell or gift their share of the object to a third party, and all ownership should revert to HCC in the event of the donor's death. Furthermore if HCC owns a partial share in an object, HCC needs to have physical custody over that object for the part of the year that matches the level of ownership. (If it is a fifty-fifty ownership, then HCC needs to have physical custody for at least six months of each year). As this form of gift will take more staff attention, the Collections Committee needs to decide whether the objects are worth the extra effort to HCC.
- Long-term loans also take more staff attention, and need to be treated carefully by the Collections Committee. A long-term loan should have clear stipulations as to who is authorized to retrieve the objects from HCC, both in the lender's lifetime and after. Long-term loans should be avoided, but the Collections Committee may decide to approve the conditions if the situation warrants it.
- Many restrictions imposed by donors are not worth the staff effort or expense to HCC. Others may keep HCC from providing the optimum use and care for objects. Restrictions may be approved by the Collections Committee, but they need to be thoughtfully decided with considerable planning into the long-term repercussions of the restrictions.

- Staff and other interested parties at HCC may donate objects to HCC. The Collections Committee needs to be aware of any donor's special interest in HCC. Any Collections Committee member who donates needs to abstain from the decision on their particular object.

- The Collections Committee needs to recognize the need to make decisions based on the best interest of HCC, and never use HCC to reward or help particular people in manners that would not be available to the general public.

Short-term Loans:

- Short-term loans do not need the approval of the Collections Committee, but must be made for a specific purpose and for a clearly specified amount of time.

- Most short-term loans are done for exhibitions.

- Official loan forms must be signed.

- Loaned objects should have a full inventory and condition reports created at the time of arrival.

- Loaned objects are to be given the same level of care as Collection objects.

- Condition reports should be created at the end of the loan period.

- Objects should be thoroughly packaged for transit.

- Receipts need to be signed to show the return of the loan.

Archeological Collections

Inventories and Inspections: 36 CFR Part 79: Curation of Federally-Owned and Administered Archaeological Collections

Regular inventories of federally-owned and administered Archaeological Collections in accordance with 36 CFR Part 79.11 will be conducted by HCC professional staff. The staff will follow the collections working policy procedures for conducting inventories. This internal policy outlines uniformed methods of maintaining inventory records, recording frequency and methods for conducting inventories. Qualified museum professional (as defined in 36 CFR Part 79) will oversee inventories and inspections.

As required by 36 CFR Part 79 following each inventory inspection a record will be maintained on the Collections Software system. A "Trust" or "Contract" partner shall receive a written report upon request. The report will include the status of the collections, treatments completed and recommendations of additional treatments.

As required by CFR 36 Part 79 discovery of any damage, loss, theft or destruction, within 5 days HCC staff will prepare a notification of the circumstances surrounding the loss, theft, damage or destruction.

The HCC curation facility will be available to "Trust" or "Contracted" partners for periodic inspections under 36 CFR Part 79.11 (b)(10).

Cataloging

Numbering:

- Every item in HCC's Collection has its own individual number. This number is the accession number, 2006.047, with the addition of an individual object number, 2006.047.022. For this example, the item would be the 22nd object in the 47th donation of 2006.
- All of the records relating to this object are filed according to this number.
- The object itself should have the number affixed in a semi-permanent manner, but that manner depends heavily on the material and strengths of the objects in question.
- The most used methods of marking include
 - pencil, for paper and paper covered objects
 - fabric tags marked with India ink sewn into textiles
 - B-72 acryloid barrier with an India ink marking covered by another layer of B-72 acryloid, for ceramics, glass, metal, and wood objects.
 - tags attached with a loop of string

- labeling of the packaging material, but not the object itself for items too unstable or delicate to be marked
- The labeling of packaging material or the addition of a large tag is recommended for items in storage, even when the object itself is also marked.
- Markings should be as inconspicuous as possible while still being accessible and legible.
- Markings should interfere as little as possible with the look of an exhibited object.
- Markings should not interfere with the workings of an object, or be made to areas that are likely to be worn over time.
- Markings should not be made over other tags or markings that contribute to the object.
- The number should be associated with the object for as long as it is at HCC.
- The marking should stay on the object at all times, but be removable if necessary.

Descriptions:

- Descriptions of the objects in HCC collection should be as complete as possible.
- The first line of the description should be a succinct and complete thought that allows the reader to recognize what the object is. After the first line, the description can go into the amount of detail that is possible with the specific object.
- Any labels or markings should be written down exactly.
- Dimensions of the object, the material it is made of, the colors, the shape, and the component pieces can be ascertained from every object.
- The use of the object, the time it was made or used, who owned, made, or used the object and other information of that type may be obvious from the object, may be ascertained with information from the donor or with minimal research, and should be included with the records whenever possible.

- If done well, the description will only have to be done once.

Condition Reports:

- Condition reports on an object can be written at any time, but should be done when an object is cataloged, and any time responsibility for that object moves between departments or institutions.
- Condition reports are detailed descriptions of every little bit of damage on the object.
- Condition reports may also include photographs or drawings of damaged areas.
- These reports are used to track damage and deterioration as well as prioritize conservation efforts.

Photography:

- Registration photographs are necessary for complete records.
- An overall photograph of a three dimensional object is usually taken from an angle slightly above, and slightly to the side of the object to get the most complete view, some objects should be photographed multiple times to get a full view.
- Damage, repairs, and other changes to the object should also be documented with photographs.

Documentation:

- All of the cataloging process should be recorded in the Collection's database along with the initial registration records discussed in the "Acquisitions" section.
- A complete database will have areas for all of this information to be kept organized.
- Other information stored in the database should include:
 - A record of all of the people who have done the work associated with that object, and what each one did.
 - A record of all of the uses that object has had; exhibits, loans, researcher viewings, etc.
 - Any restrictions on the object's use.
 - Where the object is physically located.

Care & Handling

Storage:

- When an object is not in active use by HCC the object is in secure and stable storage.
- Each object has individual storage needs and should be assessed individually.
- Many objects will be benefited by being boxed with internal supports within the boxes to keep the objects from shifting or to keep from putting too much weight on delicate areas.
- Some objects will benefit from being bagged in polyethylene plastic to protect from moisture, pests, and dust.
- Most objects will benefit from being wrapped in acid-free tissue paper to help absorb some of the pollutants and climate changes.
- All objects will benefit from some sort of covering or packaging that mitigates the dangers from the air, the light, and climate changes.
- While in storage the objects will be organized by type of material and general use. This will keep objects with similar storage needs together and create a useful organization.
- HCC staff will monitor the temperature, humidity, and light levels of the storage rooms to keep a stable environment for the objects.
- Staff will also monitor for pests and fire, as well as keeping tight security to insure against theft and vandalism.
- When objects are placed in storage, reasonable precautions will be taken to allow the objects to survive an earthquake, flood, or other disasters, including:
 - Keeping all stored items at least six inches off the floor.
 - Providing supports to keep objects from shifting.
 - Providing a sprinkler system for the storage room in case of fire.
 - Using appropriate packing techniques for individual items that have particular needs.

Physical Handling:

- Handling of objects in HCC's Collection is necessary, but should be kept at a minimum.
- All objects are different and need individual assessment, start by looking.

- Check for the strengths and weaknesses of an object and remember that handles and other protrusions tend to be weak areas and should not support the full weight of the object.
- Wash your hands before and after handling the Collection.
- Use gloves whenever appropriate, either clean white cotton gloves, or disposable plastic gloves that are not powdered and made of a stable plastic, such as nitrile gloves.
- Remove any of your jewelry or accessories, and cover button down shirts or other clothing with pieces that may damage objects with an apron or smock.
- No foods or beverages, even water, are allowed in spaces with objects.
- Plan your movements. If you are moving the object, clear anything out of your way and have a specific surface you plan to move the object to.
- Use enough people to safely move the object. This may mean having several people support its weight, or it may mean having someone available to open and close doors.
- Support an object fully when in transit. Use boxes, trays, or carts, or any tools necessary to keep the stress on the object to a minimum.
- When the object is on a working surface, keep your tools and supplies well away from the object, and if you need to build a mount or other support do not use the same working surface your object is on to do your work.
- Plan everything you want to do, think it through in relationship to the object, and adjust your plans to the object – never adjust the object.

Inventories:

- Inventories of HCC's Collection are crucial to having control over the collection.
- Inventories consist of a systematic check that all of your objects are in the locations listed in your records.
- If an object is missing during an inventory, do not be alarmed. Museums Collections are large and at times pieces are misplaced, which is why inventories are absolutely necessary.

- Every time an object is inventoried its records should be updated as to when it was last inventoried, and double checked for any missing information.
- Objects should also be assessed to ensure that their packaging is appropriate and in good condition, and that the object is in the same condition it was in the last time it was inventoried.
- If any problems are found with an object during the inventory those problems should be fixed.
- If an object is missing from its location, its records should be flagged.
- If an object is found in an incorrect location, it should be returned to its appropriate storage location.
- Long-term exhibitions also need to be inventoried periodically.
- Every object within the Collection should be accounted for in an inventory within the last five years.
- While conducting an inventory staff need to take note of any problems with the storage area as well.

Condition Reports:

- Condition reports on an object can be written at any time.
- Condition reports are detailed descriptions of every little bit of damage on the object.
- Condition reports may also include photographs or drawings of damaged areas.
- These reports are used to track damage and deterioration as well as prioritize conservation efforts.

Conservation & Cleaning:

- True conservation efforts need to be done with the attention of a professional conservator.
- The best conservation efforts, however, are to keep the damage to a minimum and the deterioration as slow as possible.

- Good storage and environment can do much of that.
- Some situations call for a little more care, but are still within the capabilities of a Collection's manager.
- Dusting with a soft brush, a vacuum, or a blowing device is safe for most objects.
- If concerns are raised about pests, most objects can withstand freezing.
- If carefully applied some objects can be cleaned with distilled water, alcohol, or acetone.
- Only HCC staff responsible for the objects should decide the level of cleaning or care appropriate to the objects.
- All objects are different and need to be assessed individually as to their strengths and their ability to withstand any handling, including cleaning.
- If anyone is uncomfortable cleaning an object, they should immediately stop.
- Everything done to an object should be documented.
- Conservators are valuable resources and should be used whenever possible.

Use of the Collection

Exhibitions:

- Exhibitions are the primary use of the Collection.
- Collection objects still need to be assessed and monitored while on exhibit to ensure their safety.
- When bringing an object out of storage the object should have a condition report created, any dusting done, and any support mounting created that might be needed.
- The records should be updated with the exhibition information, the condition report, and any labeling that is created for it.
- If an object is too delicate to be put on exhibition then it should not be shown, but it may need to be assessed in order to determine what function it can play at HCC.
- If the object's number marking is obtrusive, the marking may be removed for the duration of the exhibition, but the records need to indicate that.
- Objects on exhibit need to be secure from vandalism, theft, and touching.
- Lights should be turned off in the exhibit space after hours, and objects with sensitivities to light may need restricted lighting.
- Environmental controls in the exhibit spaces need to be stable.
- All surfaces touching the objects need to be inert. If the exhibit furniture is in question, place a barrier between the objects and the furniture.
- When an exhibition is taken down the objects need have condition reports created again. This will note any damage or deterioration that occurred during the exhibit, and it may help to prevent further damage.
- Objects should be assessed, dusted if necessary, repackaged, and put back into storage.

Loaning the Collection:

- HCC may loan Collections objects.
- Only institutions that compliment HCC' s purpose will be allowed to borrow Collections objects.

- Only institutions that can provide the same level of care and security will be allowed to borrow Collections objects.
- The borrowing institution must insure the objects from the time they leave the Museum's possession to the time they are returned.
- An official Loan Agreement must be signed.
- Objects will only be loaned for specified lengths of time for specific purposes.
- No private individual may borrow from HCC.
- Objects will only be loaned when they are strong enough to be transported and displayed.
- Objects will only be loaned when they are not necessary to the exhibits at HCC during the lending period.
- All loans are subject to being recalled by HCC at any time for any reason.
- The borrowing institution must give HCC sufficient time to process the objects.
- All borrowed objects must be displayed with the appropriate credit line, identifying HCC and the donor of the object.
- If the loan creates any sort of difficulty in staff time or resources, HCC may decide to charge a loan fee.
- Borrowing institutions must provide a certificate of insurance, showing the Museum as the owners and beneficiaries of any insurance claim.
- The borrowing institution must provide a facilities report that demonstrates the environmental control and security of their facility.
- When an object is being lent it will be pulled from storage, assessed, cleaned if necessary, and packaged for transit.
- Packaging for transit is different than packaging for storage. The object is being moved and will need to be fully supported on all sides and protected from all angles.
- Only the material in contact with the object needs to be completely stable material. Other materials, such as bubble wrap, tape, and wood – none of

which would be used in storage rooms – can be used for temporary storage provided that the object has a barrier layer between it and the unstable materials.

- The integrity of the packaging is important, as you package the material imagine how it will be unpacked, you may want to write instructions or draw diagrams on the packaging.
- Label the packaging with the basic information about the object.
- Get a receipt for the transfer of custody.
- If at all possible visit the exhibition that the object is in.
- When the object returns, inspect the packaging carefully, and keep inspecting it as the object is unwrapped. Any problems with the packaging may indicate vulnerability for the object inside.
- Immediately create a condition report when the object is unpacked and compare that report to the one created before it left. If there is any damage, report the damage immediately to the borrowing institution and start negotiations for getting them or their insurance to cover any conservation costs.
- If the object is undamaged, repackage the object for storage and put it away.
- Update the object's records as to the institution it was lent to, the purpose, and any information they may have provided about the object.

Research:

- Even when objects are not on exhibit, there may be people interested in seeing specific items for research or other special reasons.
- If staff is available, researchers should be accommodated within reason.
- Providing photographs and catalog information may be enough for some researchers, but many will want to see the actual object.
- Whenever possible bring the objects into a workroom instead of allowing the researcher into the storage room.
- Staff of HCC should accompany a researcher at all times when they are not in the public areas at HCC.

- Staff is responsible for setting the boundaries with researchers based on their availability, and the strengths of the objects that are requested for view.

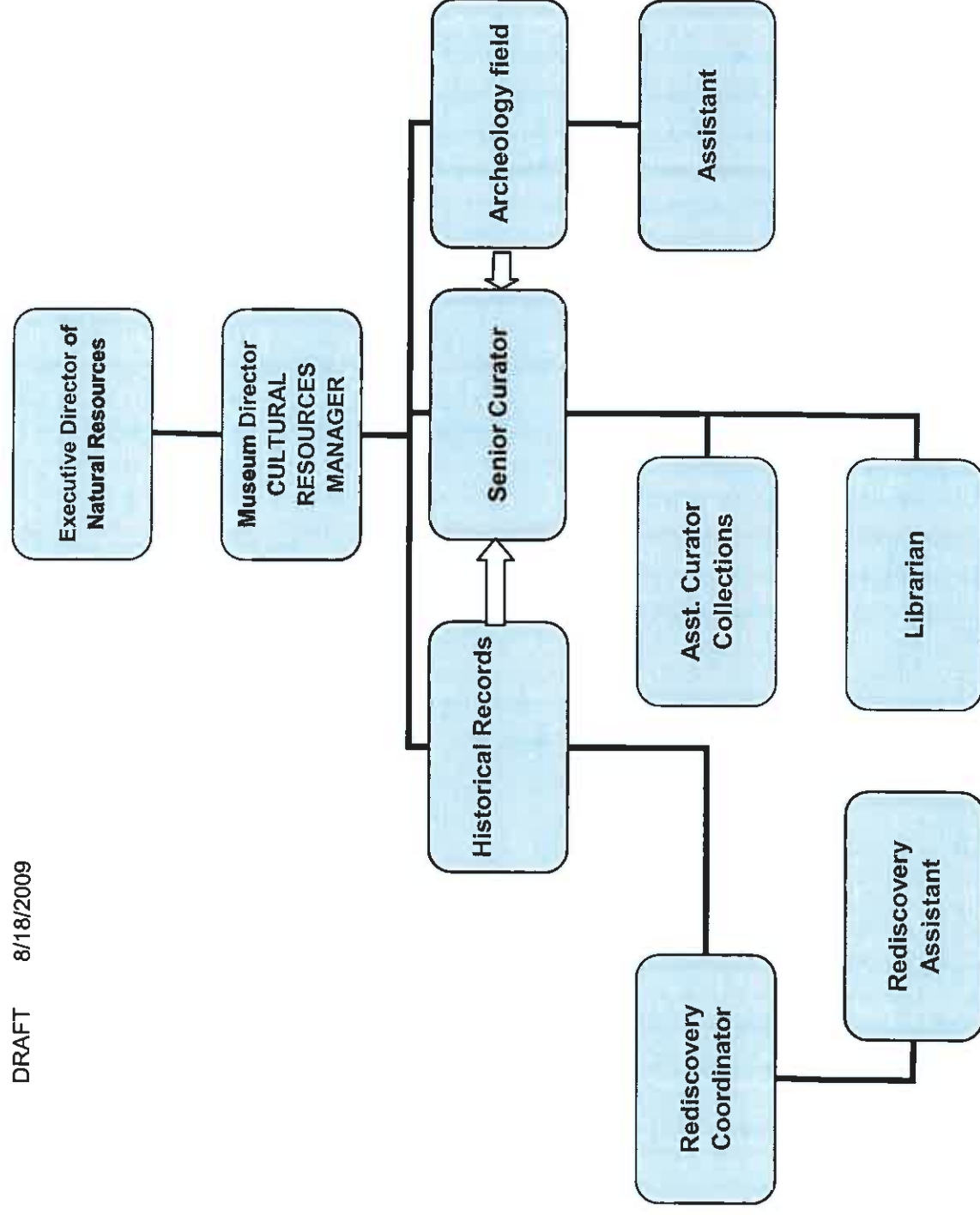
Copies and Reproductions:

- HCC needs to keep tight control on copies and reproductions made from the Collection objects.
- If a researcher would like photographs of the objects or the public wants to photograph exhibits, it is best for HCC to provide photographs for them instead of letting them take their own. This will allow HCC to keep intellectual control over the Collection.
- Press photographs can also be provided by HCC. This keeps HCC control, and makes for an easier job for journalists who are then more likely to provide free publicity with stories on the HCC's upcoming exhibits and programs.
- HCC objects or their likenesses should not be used as advertisements for anything other than the exhibits and programs put on by the Museum.
- Reproductions and derivatives are restricted by copyright laws.
- If HCC does not hold copyright then the use of the object is restricted to fair use for educational institutions.
- Reproductions or copies made to be exhibited in order to save the original piece from wear are covered under fair use.
- If HCC holds the copyright, or the material is in the public domain, then HCC may create reproductions and derivatives, but should endeavor to ensure that the object, reproductions, and derivatives are being used in a manner that compliments the purpose of HCC.
- Any publication of images of HCC's Collection is subject to copyright laws.
- Any reproduction or derivative sold or given by HCC a third party does not give that third party unrestricted use.

Deaccessioning

The first tool to support a strong Collection for HCC is careful planning in the acceptance of items for the Collection. The second tool is the thoughtful removal of items in the Collection, as unnecessary objects will create more work for the staff and take away resources from the pieces that are valuable to HCC's work.

- Any person working directly with the Collection may identify an object that could be potentially deaccessioned.
- The records of that object should be flagged, and the reasoning for the initial recommendation should be recorded.
- The records should be double checked to make sure they are as complete as possible.
- Other interested staff members should have an opportunity to review the item and research the object's role in HCC.
- The recommendation to deaccession needs to be put to the Collections Committee with the full rationale of why the object should be deaccessioned.
- Valid reasons for deaccessioning include:
 - the object does not support the mission of HCC
 - the object contradicts HCC policies
 - the object is not legally owned by HCC
 - the object unnecessarily duplicates the Collection
 - the object requires care or resources that HCC cannot provide
 - the object is damaged beyond repair or conservation
- If the Collections Committee approves the deaccession, then a decision also needs to be made within the Collections Committee as to how to dispose of the item.
- Some methods of disposing deaccessioned items include:
 - Reassigning the object to another use within HCC
 - Transferring the object to another institution
 - Destruction of items that cannot be repaired, or pose a danger to people or property
 - Public sale in which the revenue returns to support the Collection
- The object should then be appropriately disposed of, and the records updated to reflect the changes.



Organizational Chart

Melissa A. Parr

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I hold a Masters Degree in Public Administration-Tribal Governance with extensive knowledge of Washington State history, strategic planning, policy analysis, grants administration, and budget development. Experience in multi-agency collaboration, Federal and State Government to Government consultation processes, Native American arts administration, and team leadership. 15 years of collection and exhibition management. 7 years of conservation experience as the Washington State Historical Society Preservation Specialists in archival mounting for exhibitions

PROFESSIONAL EXPERIENCE

Tulalip Tribes, Hibulb Cultural Center and Natural History Preserve, Tulalip, WA (2008- Present) **Senior Curator**

- Collections Management
- Exhibition Management
- Policy Development
- Museum Program Planning
- Conservation Management
- Museum Operations Development

Washington State Historical Society, Tacoma, WA

Exhibits Curator and Traveling Exhibit Services Program Manager (1992-2008)

- Puget Sound Partnership Agency Liaison: Human Health and Education Outreach Steering Committees
- Tribal Liaison for Washington State Historical Society
- Strategic Planning and budget planning for 2009-2011 Biennium
- *In the Spirit* Northwest Native Arts Market and Festival, Project Manager
- *In the Spirit* Northwest Native Contemporary Art Exhibition, Curator
- Power of the Treaties Symposium, 150 Years of Northwest Treaties, Project Manager
- Helped develop legislation for formal apology to the Nisqually Tribe for the wrongful death of Chief Leschi, Executive Committee Member
- Historic Court of Justice, The Exoneration of Chief Leschi, December 10, 2004, Executive Committee Member
- Developed and implemented Traveling Exhibit Program for the Washington State Historical Society, working closely with Washington Historical Institutions, agencies, libraries and schools to coordinate the creation, transportation, and use of traveling exhibits
- Arts Program budget administration.
- Design and Authorship of exhibits including: Northwest Treaties Trail, Redrawing the Battle lines: Redistricting in Washington, and American Indian Basket Makers of Washington.
- Presented technical training in conservation and preservation techniques of works on paper and textiles to area museum agency personnel.

The State Capital Museum: a Division of the Washington State Historical Society. Olympia, WA

Collections Manager (1988-1992)

GRANTS WRITTEN & ADMINISTERED

2005 - 2006 American Association of Museum Accreditation process participant for the Washington State Historical Society

2002- Present - **In the Spirit Northwest Native Arts Market and Festival:**

\$30,000 in Multi-year grants from Puyallup Tribe, Squaxin Island Tribe, Suquamish Tribe, and Muckleshoot Tribe

2002- Present - **Muckleshoot Tribe, Quinault Tribe: U.S. v Washington: Traveling Exhibition**
\$10,000

2001-2002 - **Redrawing the Battle Lines: Redistricting in Washington**
Dirksen Congressional Center Awarded, \$5,500.00

1996 -1997 - **Remembering Medicine Creek Exhibition Project**

1. Horizons Foundation, \$1,000.00
2. Lone Star Northwest, \$500.00

1994-1996 - **Ethno-botanical Garden Project**

1. Mountaineers Foundation, \$2,500.00
2. Washington Native Plants Society, \$1,200.00
3. Professional Forestry Services, \$1,400.00
4. Kongsgaard Goldman Foundation, \$1,000.00
5. Horizons Foundation, \$1,000.00

1995 – 1996 - **Masterworks: American Indian Basket Makers of Washington Exhibition Project**
Cammarano Family Trust, \$5,650.00

1995 -1996. **Gathering of American Indian Basket Weavers of Washington Project. Author - Willie Smyth, coordinated with Drew Crooks, Curator.**

Provided support materials for Washington State Arts Commission

National Endowment for the Humanities, \$25,000.00.

Pew Foundation, \$5,000.00

Mott Foundation, \$5,000.00.

PRESENTATIONS

2008 **IT WAS BECAUSE OF US: Women of the Boldt Decision;** Washington Museum Association
Symposium on Native American and Museum Relationships

2007 Facilitator for the Pacific Northwest History Conference: Native American History Panel

2006 Northwest Heritage Conference: Traveling Exhibitions: How to Communicate History
Concisely

2005 Washington State Capital Museum, Presentation Exoneration of Chief Leschi and the Historical Court of Justice

2005 Power of the Treaty: 150 of the Northwest Treaty Symposium: Introductions and Conference Organizer

2004 Historical Court of Justice, Conference Organizer, Principal Liaison between the State Supreme Court, Nisqually Tribe, Historical Community, and media Relations

EDUCATION

Masters in Public Administration-Tribal Governance, The Evergreen State College, Olympia WA 2008

BA in Visual Anthropology and Studio Arts, The Evergreen State College, Olympia, WA. 1985.

Professional Apprenticeship - Conservation of Works on Paper. I completed the apprenticeship in 2000 under the auspices of Alice Bear, Conservator. 206-323-5219.

COMPUTER SKILLS

MS Office Including: Word, Excel, PastPerfect Museum Software

REFERENCES

Susan Rohrer, Director- WA State Historical Society, Olympia, WA 360-586-0166

Jan Olmstead, Tribal Liaison; Washington State Health Care Authority, Olympia WA 360-923-2803

Billy Frank Jr. Commissioner, Northwest Indian Fisheries Commission, Olympia WA 360-528-4320
(Lois Allen, Administrative Assistant)

COMPUTER SKILLS

-Microsoft Office	-Microsoft Outlook	-Research databases
-Internet	-HTML/XML	-PastPerfect 4.0
-Horizon	-InMagic	-Worldcat
-GLASweb	-PointeCast	-Powerpoint
-Photoshop	-Producer	

PROFESSIONAL EXPERIENCE

Hibulb Cultural Center-Tulalip Tribes

Assistant Curator-July 2009-Present

- Provide proper care, preservation and storage of all museum artifacts.
- Maintain all accession, donor contacts, title documents, and other records for collections.
- Represent museum at professional conferences, workshops and regional meetings.
- Work collegially with staff members and members of the community that pertain to the museum opening, museum projects and activities.

Northwest Indian College

G.E.D. Teacher-May 2009-July 2009

- Worked with individual students to help them achieve their goals.
- Tutored students on the five subject areas of the GED test.
- Provided help with computer technology in the labs.

High School Tutor-Tulalip Tribes

Heritage High School-February 2009-July 2009

- Assisted students with homework and assignments as needed.
- Assisted teachers in the classroom as needed.
- Aimed to meet the individual learning styles of all students.
- Worked with the Youth Services department as a chaperone when school was not in-session.

**Librarian Intern -Los Angeles County Library System
West Hollywood Library June 2008-August 2008**

- Provided Reference Services to the general public.
- Provided reader's advisory to patrons of all ages.
- Created library book displays that relate to current events and trends.
- Created an annotated bibliography on resources that pertains to historical information on the city of West Hollywood.
- Promoted and hosted library events to the public.

**Library Assistant II-Seattle Public Library
South Park Library 2007-June 2008**

- Ran statistical reports and performed daily tasks.
- Assisted patrons with checking in/out materials.
- Problem solved while interpreting library policies and procedures.
- Provided instructional training on library computers and equipment.
- Assisted Reference Librarians with back up help when needed.
- Created library book displays.
- Assisted with the teaching of computer classes.

**Library Assistant I-Seattle Public Library
High Point/Columbia branches 2004-2007**

- Catered to the public by helping patrons retrieve, check out/in library materials.
- Assisted with the organization of the library by sorting, filing, and shelving materials.
- Provide library instruction to patrons on library policies, library processes and demonstrations on library technology and equipment.
- Worked collaboratively with library staff and patrons to ensure superior customer service and ease of work flow.

**Library Technician I-Green River Community College
Auburn, WA 1997-2004**

- Provided excellent and professional service in support of education for faculty, staff, and students
- Assisted library patrons and problem solved while interpreting library policies
- Took the challenge to maintain and reorganize the library reserve collection
- Had the opportunity to update the Library Policy and Procedures Manual
- Trained and supervised work-study students and part-time employees
- Was in charge of Inter-Library Loans for 2 years
- Maintained and updated library databases
- Maintained library media collection.
- Multi-tasked by working on major projects while simultaneously providing superior customer service.

**Adult Basic Education Lab Aide-Green River Community College
Auburn, WA Summer 2001**

- Assisted ESL and ABE students in preparing for the GED exam.
- Evaluated students' needs and assigned appropriate work.
- Assisted students with intake procedures.
- Recorded students' hours of attendance.
- Assisted students with classroom work.
- Assisted teachers with class curriculum.

VOLUNTEER WORK

**Talk Time Volunteer-King County Library System
Auburn Branch 2003-2004**

- Facilitated English classes two hours per week for refugees and immigrants
- Created conversation activities that catered to different levels of English that aimed to improve their English literacy and speaking skills
- Created a comfortable and entertaining learning environment for all students

**Talk Time Volunteer-Green River Community College
Auburn, WA 1997-1998**

- Met with ESL students one hour per week. Created conversation activities that catered to students' needs for practicing and improving their English language skills

**Seattle Asian Art Museum-McCaw Foundation Library
Seattle, WA 2007-June 2008**

- Was in charge of cataloging the museum library's DVD collection
- Assisted the public with reference questions.

EDUCATION

- **Master's in Information and Library Science 2005-2008**
University of Washington, Seattle, WA
- **Bachelor of Arts in French Studies 1999-2002**
University of Washington, Seattle, WA
- **Foreign Exchange Program Fall 2000**
University of Nantes, Nantes, France
- **Associates of Arts Degree 1996-1998**
Green River Community College, Auburn, WA

FIELDWORK

**Library Intern University of Washington
UW Rome Center, Rome, Italy Summer 2007**

- Performed overall collection evaluation, assessment and maintenance by weeding, shifting and mending
- Searched for bibliographic information for incoming library materials
- Cataloged and processed library materials

SKILLS

Knowledge of French, Italian, and Spanish languages. Currently studying the Native Northwest coastal language Lushootseed.

AFFILIATIONS

Current enrolled member of the Tulalip Tribes.

Resume

Lita Sheldon Mowrer



Work Experience

Librarian, Hibulb Cultural Center, Tulalip Tribes, 2009 - present •

- established new library
- cataloged and processed books

Communications Manager, Tulalip Tribes, 1993 - 2009

- overseen publication of weekly tribal newspaper
- created and managed KANU-TV99, tribal information channel on tribally-own cablevision
- originated and managed the production of "NorthWest Indian News", a television series focused on the issues of tribes in the Pacific northwest
- supervised nine professional and non-professional staffers; managed a \$1.3M budget

Office Manager, Planning Dept., Tulalip Tribes, 1989-1993

- kept records of tribal planning department
- assisted Planning Director in creating of reports and grant applications

Acting Library Director, Navajo Community College, Tsaile, AZ, 1987

- supervised two library technicians, one library secretary and one AV technician
- responsible for library and cable-tv operations
- ordered and cataloged books; provided library reference service
- created budget; maintained library databases; ordered books, periodicals, equipment

Technical Support Specialist, Computer Services, Navajo Community College, 1983-1984

- performed daily, weekly and monthly backup
- maintained lineprinter; organized and maintain computer tape library
- provided computer assistance to faculty, staff and students

Director of Conferences and Workshops, Navajo Community College, 1979-1983

Assistant Librarian, Navajo Community College, 1979-1979

Librarian, Oglala Sioux Community College, Pine Ridge, SD, 1977-1978

- responsible for library operations
- supervised two library technicians and one library secretary
- ordered and cataloged library books and periodicals

Research Assistant, Indian Mental Health Bibliography Project, U of Washington, 1976-1977

Consultant, Tulalip Historical Photograph Project, 1976

Student Librarian Consultant, Chehalis Tribe, Oakville, WA 1976

Library Assistant, Seattle Art Museum, 1973

Library Assistant, Environmental Protection Agency, Seattle, WA, 1972

Education

Master's in Librarianship, University of Washington, 1977

B.A., History, University of Washington, 1975

A.A., Everett Community College, 1972

Joy Lacey



Job Description:

This position catalogs all official documents, photograph, and map. Responsible for all sensitive records. Provides reference services of confidential information to tribal community; writes and researches confidential records, as necessary or that requires the appropriate judgment and discretion.

Education:

20 years experience with historic records, Past Perfect Museum software, experience with tribal information and the ability to keep information confidential. Experience

Duties:

1. Manages archives, official records, photographs, documents and maps. Recommends and implements records reformatting and cataloging sensitive records
2. Responsible for cataloging, describing, preserving and providing access to records with long-term, historical value
3. Maintains record keeping systems, including database catalog, acquisition register and inventories of historical records.
4. Provides reference services of confidential information to tribal community; writes and researches confidential records, as necessary or that requires the appropriate judgment and discretion.

Richard Young



1. Possesses experience related to historic preservation and cultural resource management and be willing to upgrade formal knowledge on a regular basis.
2. Knowledge and understanding of missions, organizational goals and objectives of the Tribal intent for historic preservation and cultural resource management program.
3. Familiarity with regulations and standards of various regulatory and credentialing groups relevant to historic preservation and cultural resource management.
4. Ability to communicate with various Tribal employees, State and Federal agencies, and other relevant groups in order to effectively gather information and develop recommendations that efficiently coordinate the service.
5. Must be able to demonstrate administrative capability in establishing and managing a Tribal historic preservation and cultural resource management department.
7. Ability to coordinate work efforts with other respective Tribal departments, as needed.

Enforces the Tulalip Tribes historic preservation ordinance. Provides staff assistance in the implementation of the policies, goals, and programs of the Hibulb Cultural Center. Work includes developing, recommending, implementing, and evaluating Tulalip Tribes policy related to historic preservation, and providing technical, architectural, design, historical, and policy guidance to staff, and governmental officials,

EDUCATIONAL EXPERIENCE AND TRAINING:

20 years of experience in working with governmental on historic preservation issues;
